

VILLAGE OF GRAFTON
BOARD OF PUBLIC WORKS MEETING MINUTES
MONDAY, JUNE 10, 2019

The Board of Public Works meeting was called to order at 6:00 p.m. by Chair Tom Krueger.

Board members present: Trustee Tom Krueger, Pat Murray and Les Blum.

Board members excused: Trustee David Liss and Trustee Sue Meinecke.

Staff present: Director of Public Works/Village Engineer Amber Thomas, Superintendent of Public Works Jake Arndt, Utility Superintendent Tim Nennig, and Administrative Assistant Melissa Depies.

Others present: Robert Tillmann, Bob Dreblow, Will Hollrith, Trustee Lisa Uribe-Harbeck, and Community Development Director Jessica Wolff.

HEAR PERSONS REQUESTING TO BE HEARD

None

MINUTES

Motion by Mr. Blum, seconded by Mr. Murray, to approve the May 13, 2019 Board of Public Works meeting minutes as presented. Motion carried.

PUBLIC WORKS

Memorandum of Understanding – Robert Tillmann

Director of Public Works/Village Engineer Amber Thomas stated that Robert Tillmann, Blue Stem Developer, has requested the Village sign a Memorandum of Understanding regarding road width and parking restrictions on Cheyenne Avenue within the Blue Stem Subdivision.

Director Thomas stated that there are no parking restrictions on Cheyenne Avenue within the Blue Stem Subdivision at this time. This portion of Cheyenne Avenue will be serving as a neighborhood street rather than a collector street until such time as it would serve other developments to the south.

The Village did keep an 80 foot right-of-way and sidewalks are pushed back to accommodate road widening in the future, if needed. A designated bike lane is not in the plans for this section of Cheyenne Avenue, sharrows may be used instead.

Mr. Tillmann stated that he would like a guarantee that the Village will allow parking on Cheyenne Avenue in front of the homes. He noted it would be detrimental to lot sales if parking was not allowed.

Trustee Krueger questioned if Mr. Tillmann had been told that parking would not be allowed. Mr. Tillmann responded no; however, he was concerned due to the recent controversy on River Bend Road.

Director Thomas reiterated that the proposed road at 32 feet wide will allow for parking on both sides of the road and a dedicated bike lane is not in the plans.

Community Development Director Jessica Wolff stated that it is anticipated that the property south of Blue Stem Subdivision will be annexed into the Village at some point in the future. The wider right-of-way was approved with the preliminary plat; however, it is not necessary for Cheyenne Avenue to be wider at this time and it could be 5, 10, or more years before it is needed.

Mr. Tillmann questioned why the width of the road was reduced. Director Thomas stated that the cost of the road width difference would be the responsibility of the Village, the wider road is not necessary at this time, and there is no guarantee that it will ever be needed.

Will Hollrith, Hollrith Realty, questioned if there would be a designated bike lane at some point in the future. Director Thomas responded that there are no plans for a designated bike lane at this time.

Bob Dreblow, stated that they are looking for assurances that parking will not be an issue in the future. He also stated that if a wider road will possibly be needed in 5 to 10 years it would be more cost effective to build the wider road now.

Trustee Krueger questioned in what scenario would the Village restrict parking in this area. Director Thomas stated that there are no plans to restrict parking anywhere in the development. The only area that may be an issue is the offset intersection at Falls Road.

Mr. Tillmann withdrew his request for the signed Memorandum of Understanding regarding road width and parking restriction in Blue Stem Subdivision.

Major Projects Update

Director of Public Works/Village Engineer Amber Thomas highlighted the projects in the Village.

Sidewalk Replacement Program: To date there have been no significant change orders on the Street Project. Sidewalk work late in the season may be an option. Hard Rock has not given us a start date on the saw cut portion of the project.

Street Reconstruction:

- 17th Avenue: Road grading should be completed this week and T.P. Concrete should be starting the concrete work.
- Cedar Street: Underground utilities are complete to be followed by road grading and concrete work.
- Dellwood Court: Work on the utilities is in progress.

Bridge Street Dam: Director Thomas stated that she met with Staab Construction to discuss options for this repair. It was determined that the repairs needed were eight to nine

feet below the surface. Staab Construction has indicated that this is beyond their capabilities; however, did recommend a local firm that has a dive team that may be able to complete the work.

Blue Stem Subdivision: Sanitary sewer, water main and storm sewer work is complete. Road grading and site work is in progress.

Grafton East Side Utility Extension (River Bend Road): Project is anticipated to begin late July/early August. Trustee Krueger questioned if the Utility received authorization from the PSC for this extension. Director Thomas stated that this project does not meet the three miles or more criteria requiring PSC review.

Report of benchmark measurements-Public Works

Superintendent of Public Works Jake Arndt updated the Board on the crew activities.

Crews have planted 186 street trees, currently working on tree removals and stump grinding.

Asphalt patching is being done, currently finishing up on repairing the asphalt from the water main breaks.

Catch basin inspection and cleaning is typically done in July and August. Trustee Krueger questioned why this is not done in spring when debris in the streets is the highest. Superintendent Arndt responded that spring is very busy with many other projects and this is done when seasonal help is on board.

WATER & WASTEWATER

2018 Compliance Maintenance Annual Report & Resolution

Utility Superintendent Tim Nennig stated that the Compliance Maintenance Annual Report (CMAR) is a report to the DNR covering the operations, maintenance, and management activities of both sanitary sewer system and the wastewater treatment facility for a 12 month period ending December 31, 2018.

The Utility received an overall letter grade of “A or 4.0” in all 10 categories which places the Utility into the DNR’s voluntary or no action required category. This is the seventh year in a row that the Village has received a 4.0 rating.

Superintendent Nennig highlighted various sections of the report stating that the most significant topic focused on the problem with sewage collection system infiltration/inflow.

In 2018, the Utility observed average daily influent flows to the WWTP exceeding average daily water demand by over 50 percent. Only for a short time during the early summer months average daily plant influent flows nearly matched daily water pumpage averages. Influent flows to the WWTP have remained elevated since the significant rain events of last August and the spring thaws.

Despite the obvious issues with excessive collection system infiltration/inflow, there are no points deducted or drop in overall letter grade that corresponds to the issues. What that

means is that the Utility is not being penalized for having the infiltration/inflow issues as it carries little to no weight with the annual CMAR score.

Trustee Krueger question if the DNR thought the infiltration/inflow issue in the Village was a concern. He wondered if other communities had similar or even worse problems.

Superintendent Nennig stated that Utility staff has been repairing or correcting leaking sanitary sewer mains as they are found. At some point the Village needs to consider looking at repair to or replacement of leaking private property laterals.

Trustee Krueger stated that there are several communities that are proactive to doing lateral repairs. The municipality includes a lateral repair fee onto the water bill; then when road work is done and utilities are replaced the laterals are replaced as well.

Superintendent Nennig stated that the infiltration/inflow is a problem in the Village and does need to be addressed.

As required by the State Administrative Code, a resolution of acceptance by the Village Board needs to be approved. No further actions are necessary at this point in time relative to the 2018 CMAR.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board approve and adopt a resolution accepting the 2018 Compliance Maintenance Annual Report and submittal of the report electronically to the DNR as required. Motion carried.

17th Avenue Lift Station Bid Award

Superintendent Nennig stated that Short Elliot Hendrickson (SEH) completed the engineering work on this project and provided a construction cost estimate of \$330,000. The Utility subsequently budgeted \$400,000.

Superintendent Nennig stated that based on data from the plan set house, a total of 11 plan sets were taken out by firms identifying themselves as prime bidders. SEH placed follow-up phone calls into each of those 11 prime bidders and were verbally informed that the majority would be submitting a formal project bid. However, only one bid was received from August Winter & sons, Inc. in the amount of \$608,000.

Village staff and SEH discussed the option of direct purchase of various project materials such as the packaged lift station assembly, control panels and emergency generator to save on contractor overhead and mark-up costs. SEH was of the opinion that cost savings from direct purchases would be minimal and provide the Village with numerous acquisition challenges; therefore, SEH is not recommending that approach.

The bid from August Winter is \$208,000 over the 2019 budget amount therefore, staff is recommending the Board of Public Works reject the single bid and re-bid the project for 2020 construction.

Motion by Mr. Blum, seconded by Mr. Murray, to recommend the Village Board reject the construction contract for replacement of the 17th Avenue Lift Station

submitted by August Winter & Sons, Inc. for the bid price of \$608,000. Motion carried.

17th Avenue Sanitary Sewer Re-lining

Superintendent Nennig explained that the Utility will be re-lining four sections of sanitary sewer main in 17th Avenue as part of the 2019 Street Improvement program.

The sanitary sewer was televised and it appears that the sewer main in question is structurally sound with no significant defects. However, the video showed that the mains did exhibit joints with active infiltration, which makes re-lining a cost effective choice.

Only one proposal was received, which was from Visu-Sewer, in the amount of \$29,307.50. The Utility has worked with Visu-Sewer over the past several years and has had no issues.

Superintendent Nennig stated that the budget for this project is \$80,000; therefore the proposal is well under the budgeted amount. With the remaining budgeted funds it may be possible to re-line various sections of sewer in the Green Bay Road Lift Station tributary area after the Infiltration/Inflow study there is complete.

Motion by Mr. Murray, seconded by Mr. Blum, to recommend the Village Board enter into a contractual agreement with Visu-Sewer, Inc., of Pewaukee, WI to provide sanitary sewer rehabilitation services within the Village's 17th Avenue road right-of-way in the not-to-exceed amount of \$29,307.50. Motion carried.

Utility Project Updates

Superintendent Nennig updated the board on the various Utility projects:

Well #7 Rehabilitation: Utility has budgeted \$75,000 for well pumping equipment and well hole rehab this year. Water Well Solutions of Oconomowoc, WI doing the work at a not-to-exceed cost of \$45,132. Early August start date anticipated.

Annual Water System Leak Survey: Requests for Proposals have yet to be sent out.

WWTP Headworks Design Engineering: Utility staff is currently working with MSA to revise building elevations relative to brick color and patterns. The landscape site plan needs to be developed for plan commission review later this month. The 60 percent design review meeting is planned for July 16, 2019. A late 2019 bidding and construction start is anticipated.

Mr. Blum questioned if the design contract had been settled. Director Thomas replied that an agreement has been signed by both parties.

Collection System Infiltration/Inflow Investigation: Have completed nearly six weeks of flow monitoring and rain gauge observations. Data has been pulled on several occasions; however no findings have been issued yet.

Report of benchmark measurements–Water & Wastewater

Superintendent Nennig highlight the activities of the Utility staff.

Diggers Hotline Locate Requests: Number of locates requests received to date is running 15 percent higher than at this same time in 2018. Field operations staff spend roughly 4 hours per day on utility service locates.

Distribution System Valves Exercised: Field operations staff are currently working on exercising 600 individual and separate mainline valves per DNR direction. 181 water distribution system valves have been operated to date. Completing the 600 valves in 2019 and subsequent years places the Utility on about a three year cycle of Village-wide valve exercising.

AMI Meter Installs and/or Upgrades: Meter exchanges will continue to be made as appointment requests continue to be received. Staff is in the process of repairing broken/bent curb boxes so meters that have bad shut-off valves inside the homes can be replaced.

Water Main Breaks Repaired: There have been five separate water main breaks through the end of May compared to eight main breaks in 2018. This does not include water main breaks associated with street improvement contractor activities.

Sewer Mainline Jetting (Cleaned): Per DNR directive, the Utility must complete 150,000 feet of sewer cleaning. To date staff has completed just over 29,000 feet of that goal. Any sewer cleaning not completed in 2019 will need to be done in 2020.

Sewer Mainline Back-ups: There have been zero reported sewer main back-ups to date this year and one private residence sewer lateral back-up.

Sanitary Sewer Manhole Inspections: DNR recommendation is to complete 500 manhole structural inspections; to date staff has completed only 31 inspections.

DIRECTOR'S UPDATE

Update – Utility Clerk position:

Director Thomas stated that the Village has hired Christin (Chrissie) Brynwood. Ms. Brynwood came to us from the Village of Newburg. She is currently working at Village Hall to receive training on the billing system then she will be transitioned to the Municipal Services Facility.

Update – Utility Operator position:

Director Thomas stated that an offer has been made and accepted. The candidate does not have a lot of on the job experience; however he does have the necessary schooling and degrees for the position. Candidate needs to complete all pre-employment screenings before a start date can be set.

Update – DPW Crewperson position:

Director Thomas stated that this is the second recruitment effort for this position. Staff interviewed eight possible candidates from the first round which did not end with a person. With the second advertisement the Village has received approximately 30 new applications. Staff is currently reviewing them and interviews will be scheduled.

ADJOURN

Motion by Mr. Murray, seconded by Mr. Blum, to adjourn the meeting at 7:18 p.m.
Motion carried.